

HAMILTON COUNTY JOB OPPORTUNITY

Posting Number: 139C

November 23, 2005

POSITION: Resident Supervisor I

DEADLINE TO APPLY: OPEN UNTIL FILLED

CLASSIFICATION: Resident Supervisor I
DEPARTMENT: River City Correctional Center
LOCATION: 3220 Colerain Ave.
Cincinnati, Ohio 45225
WORK HOURS: 80 hrs. bi-weekly (On-call for scheduling problems and/or emergency situations.)
FLSA STATUS: Hourly/FLSA Non-Exempt
SALARY: \$11.66 during probationary period; \$12.27 after probationary period

Listed below are the MINIMUM QUALIFICATIONS that must be met in order to be considered:

An Associate Degree from an accredited institution is preferred. One year working experience in the field of criminal justice, preferably in a correctional facility is highly desirable for this position. Applicants must pass polygraph/psychological testing.

Listed below are the LICENSURE/CERTIFICATION REQUIREMENTS of the department:

Possession of a valid Ohio Operator's License.

Listed below is a brief summary of the JOB DUTIES:

Maintain an atmosphere conducive to agency philosophy and humane living conditions. Be aware of resident treatment/habilitation plans and needs, and assist residents in working toward completion of contractual objectives. Responds to resident needs and conflicts in a preventative fashion. Enforces Residential Program Rules and Regulations and follows reporting procedures for violations. Assures resident movement, follows facility procedures, and monitors residents entering and leaving program. Provides wake-up services to residents. Monitors and records resident curfews. May be required to conduct urinalysis. Handles crisis and emergency situations, calling for assistance when needed, and documents all such incidents. Reports any positive or negative resident behavior incidents. Assists in supervision of Center recreational activities. Assists in supervision of resident visitation, ensuring established policies and procedures are adhered to and that required documentation is completed. Assists with resident intake/orientation procedures and documents same as required. May be required to transport residents and facility employees/documents. Reads the log book on a daily basis. Records all shift activities. Conducts visual head counts, isolation checks, facility shakedown, and resident searches. Monitors, identifies and documents all individuals entering/leaving the River City Correctional Center. Supervises, directs and evaluates completion of resident housekeeping assignments. Ensures cleaning supplies are available and utilized properly. Strictly adheres to key control system. Dispenses/receives linens for residents. Supervises meal service to residents including seating residents and monitoring food intake of residents on special/restricted meals. Monitors kitchen crew and assists in serving meals if necessary. Maintains strict confidentiality with respect to all information obtained and processed in the operation of the River City Correctional Center. Remains alert throughout work shift and maintains contact with personnel on duty to be aware of unusual situations that may arise and/or problems that need to be resolved. Answers facility telephone on absence of Receptionist and monitors resident business telephone calls. Works with other facility staff in meeting the needs of the program. Maintains strict confidentiality with respect to information obtained and processed in the operation of the facility. Transports residents to community resources as needed. Performs other duties as assigned.

HOW TO APPLY FOR THE POSITION:

Apply IN PERSON or SEND your resume/application to the following address:

Hamilton County Personnel Department
County Administration Building
138 East Court Street, Room 707
Cincinnati, OH 45202

FAX your resume/application to: (513) 946-4720

E-MAIL your resume/application to: applyonline@hamilton-co.org

NOTE: Applications for Hamilton County positions are considered public records under Ohio's Public Records Act. As a public record, applications maintained by the County are made available to any person requesting to view them.